

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, December 16, 2020 5:45 P.M.**
Location: City Hall, Room 205, 101 South Blvd., Baraboo

Zoom Meeting Information:
<https://zoom.us/j/98460679603?pwd=eFNTa3dkalNIT3cxSkZXRVRtZ0VFdz09>
Meeting ID: 984 6067 9603
Passcode: 748560

Others Noticed: S. Fay, A. Adams, B. Stelling, T. Wickus, S. Sloan, Tiffany Sloan, Samantha Ramsey Brunker, Mike Yount, Brenden McDaniel
Others Noticed Casey Bradley
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of November 18, 2020.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

NEW BUSINESS

- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – January 20, 2021 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.

Agenda prepared by S. Fay
Agenda posted by D. Munz on 12/11/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes
11/18/2020

Present:

Members: B. McDaniel, T. Sloan, S. Fay, T. Wickus, A. Adams, B. Stelling, S. Ramsey, Bruner

Absent:

Members: S. Sloan, M. Yount

President Fay called the meeting to order at 5:45 PM

Approval of October 2020 minutes: S Ramsey Bruner/B. McDaniel, carried

Adoption of Agenda: T. Wickus/B. McDaniel, carried

President:	None
Secretary:	None
Treasurer:	Will need to discuss bill, the first agenda item under new business
Appearances:	Boy scouts installing decorations; Need to discuss compensation for M. MacArthur for work on sleigh, to be donated to arts
Business Development:	Maximizing Impact session, 11 attendees, final session of the year
Finance:	None
Parking:	None
Promotions:	Contract with Impact Media being fulfilled; advertisements are going out;

Old Business:

- None

New Business:

- Discuss/Motion to approve a bill from Impact Marketing
 - Contract was to receive \$200 per meeting or 25% of the amount charged by the presenters
 - Original intent was to pay \$200 per meeting
 - Under one interpretation, \$831.65 overbilled
 - Motion to pay \$1200
 - T. Wickus, B. McDaniel, motion carried
- Approval of Vouchers
 - City of Baraboo
 - \$231.62
 - Don-Rick, Inc.
 - \$635.00

- Display Sales
 - \$591.60
- Boy Scouts
 - \$1,335.18
- Deppe, Willy
 - Finished contract
 - \$1,480.00
- Downtown Baraboo
 - For topiaries and other decorations
 - \$1225.49
- Downtown Baraboo
 - \$252.78
- Fred Moe
 - Farmer's Market
 - \$401.31
- B. Stelling
 - \$200
- Impact Marketing
 - \$200
- Impact Marketing
 - \$1250
- Total
 - \$7,802.98
- S. Ramsey Brunner/B. McDaniel, motion carried
- Approval of BID Assessment List
 - Motion to approve
 - T. Sloan/B. McDaniel, motion carried

Next Meeting:

- None

Motion to adjourn at 6:12 PM by T. Wickus/B. McDaniel, carried.

Respectfully Submitted,
 Andrew Adams
 Secretary



Minuteman Press
626 State Road 136
Baraboo, WI 53913
Phone: 608-355-9916 / Fax: 608-355-9917
Web: www.baraboo.minutemanpress.com
E-mail: mmpbaraboo@mmpbaraboo.com

Invoice

Invoice Number 44099
Invoice Date 11/23/2020

Bill to: BID - Promotions Committee
137 3rd Street
Baraboo, WI 53913-2423

Phone: 608-356-5507
Email: toddwickus@gmail.com

Ship to: BID - Promotions Committee
137 3rd Street
Baraboo, WI 53913-2423

Phone: 608-356-5507
Email: toddwickus@gmail.com

1 120" Tall x 180" Wide Christmas Banner - DESIGN - Mary -11/04/20 (Job 138090)		\$97.50
Sub Total		\$97.50
Wisconsin State		\$4.88
Sauk County		\$0.49
Invoice Total		\$102.87
Balance Due		\$102.87

Salesperson: Todd Tobias

Please pay from this invoice. No statements will be sent.
Thank you,

2.0000% interest per month on past-due invoices.



WISCONSIN PUBLIC RADIO

DOWNTOWN BARABOO - BID

Remit To:
For Account Questions Call 608-263-217
Wisconsin Public Radio
Box 88698
Milwaukee, WI 53288-0698

Invoice:	MCC-1201149753
E-Invoice:	E49753
Station:	WERN-FM, WHA-AM, WHHI-FM
EI Code:	246484
Date:	11/30/2020
Total Due:	\$787.93
Amt Paid:	

----- 8< -- Detach and return with payment. -->8 -----

DOWNTOWN BARABOO - BID
ATTN: TODD WICKUS
135 4TH ST
BARABOO, WI 53913

DOWNTOWN BARABOO - BID

PO #:
Agy Code:
Est#:
Product: WERN WHA WHHI
Buyer: TODD WICKUS

Invoice#:	MCC-1201149753
EI Code:	246484
Date:	11/30/2020
Contract:	159209
Total Due:	\$787.93

Salesrep: Jeff Durkee

INVOICE SUMMARY

Station	Type	Qty	Gross	Total
WERN-FM				
	Spots	13	\$650.00	\$650.00
	Stn. Totals		\$787.93	\$787.93
WHA-AM				
	Spots	22	\$0.00	\$0.00
WHHI-FM				
	Spots	22	\$0.00	\$0.00
TOTALS				
	Spots	57	\$650.00	\$650.00
	Non-Spots	0	\$137.93	\$137.93
	Grand Totals		\$787.93	\$787.93

INVOICE DETAIL

WERN-FM

SPOT DETAILS

Date	Len	Times	Qty	Rate	Total
		ISCI/Tape#:	Desc: MAGIC CONTINUES 2020		
Thu 11/19/2020	15	12:43PM	1	\$50.00	\$50.00
Fri 11/20/2020	15	06:20AM 07:37PM	2	\$50.00	\$100.00
Sat 11/21/2020	15	03:34PM	1	\$50.00	\$50.00
Sun 11/22/2020	15	08:18AM 06:29PM	2	\$50.00	\$100.00
Mon 11/23/2020	15	05:59PM	1	\$50.00	\$50.00
Tue 11/24/2020	15	04:49PM	1	\$50.00	\$50.00
Wed 11/25/2020	15	11:41AM	1	\$50.00	\$50.00
Thu 11/26/2020	15	06:43AM	1	\$50.00	\$50.00
Sat 11/28/2020	15	12:39PM	1	\$50.00	\$50.00
Sun 11/29/2020	15	09:41AM	1	\$50.00	\$50.00
Mon 11/30/2020	15	05:59AM	1	\$50.00	\$50.00
WERN-FM SPOT TOTALS:			13		\$650.00

NON-SPOT DETAILS

Date	Ln	Ordered Ln Dates	Line Remarks/Billing Description	Qty	Rate	Total
Mon 11/30/2020	1	11/23/2020-12/21/2020	WEB AD MADISON TOP & BOTTOM	0	\$0.00	\$137.93

WHA-AM**SPOT DETAILS**

Date	Len	Times				Qty	Rate	Total
		ISCI/Tape#:		Desc: MAGIC CONTINUES 2020				
Thu 11/19/2020	15	08:48AM	04:48PM	08:40PM		3	\$0.00	\$0.00
Fri 11/20/2020	15	11:20AM	06:06PM			2	\$0.00	\$0.00
Sat 11/21/2020	15	03:22PM	05:28PM			2	\$0.00	\$0.00
Sun 11/22/2020	15	07:17AM	08:45AM	09:39AM		3	\$0.00	\$0.00
Mon 11/23/2020	15	09:19AM	06:06PM			2	\$0.00	\$0.00
Tue 11/24/2020	15	07:48AM				1	\$0.00	\$0.00
Wed 11/25/2020	15	08:48AM	02:20PM			2	\$0.00	\$0.00
Thu 11/26/2020	15	06:48AM				1	\$0.00	\$0.00
Fri 11/27/2020	15	06:39PM				1	\$0.00	\$0.00
Sat 11/28/2020	15	06:59AM	10:19AM			2	\$0.00	\$0.00
Sun 11/29/2020	15	09:39AM				1	\$0.00	\$0.00
Mon 11/30/2020	15	01:06PM	05:20PM			2	\$0.00	\$0.00
WHA-AM SPOT TOTALS:						22		\$0.00

WHHI-FM**SPOT DETAILS**

Date	Len	Times				Qty	Rate	Total
		ISCI/Tape#:		Desc: MAGIC CONTINUES 2020				
Thu 11/19/2020	15	10:19AM	02:40PM	04:49PM		3	\$0.00	\$0.00
Fri 11/20/2020	15	07:34AM	06:39PM	08:39PM		3	\$0.00	\$0.00
Sat 11/21/2020	15	12:59PM	03:42PM			2	\$0.00	\$0.00
Sun 11/22/2020	15	06:59AM	05:12PM			2	\$0.00	\$0.00
Mon 11/23/2020	15	04:06PM				1	\$0.00	\$0.00
Tue 11/24/2020	15	10:39AM	10:22PM			2	\$0.00	\$0.00
Wed 11/25/2020	15	08:18AM	02:49PM			2	\$0.00	\$0.00
Thu 11/26/2020	15	05:46PM	10:46PM			2	\$0.00	\$0.00
Fri 11/27/2020	15	07:34AM				1	\$0.00	\$0.00
Sat 11/28/2020	15	01:25PM				1	\$0.00	\$0.00
Sun 11/29/2020	15	07:14PM				1	\$0.00	\$0.00
Mon 11/30/2020	15	09:19AM	06:39PM			2	\$0.00	\$0.00
WHHI-FM SPOT TOTALS:						22		\$0.00

Tax Exempt #: 39-1447533

For Account Questions Call 608-263-2170

If paying by check, please include the invoice number or numbers that you would like the check to be applied to.



**PO Box 317
Baraboo, WI 53913**

Invoice

Bill To:

***Business Improvement District
Att: Promotions Committee
101 South Blvd
Baraboo WI 53913***

Date	Invoice #
11/17/2020	7124

***Christmas Promotions General
Christmas Promotions Social Media***

**2,000.00
3,000.00**

Total Service Fees Due

\$5,000.00

Payments/Credits

\$0.00

Balance Due

\$5,000.00

Thank You For Your Business!!!

*** Proof of Publication ***

Capital Newspapers Proof of Publication Affidavit

Retain this portion for your records.
Please do not remit payment until you receive your advertising invoice.

Mail to:

CITY OF BARABOO

101 SOUTH BLVD
BARABOO, WI 53913

ORDER NUMBER 25999

STATE OF WISCONSIN

} ss.

Sauk County

Michael Miles
being duly sworn, doth depose and say that he (she) is an author representative of Capital Newspapers, publishers of

PBNR Baraboo News Republic

a newspaper, in the city of Baraboo, in said County and State, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on the dates below.

Sworn to and subscribed before me this 13 day of November

(Signed) [Signature]
(Title) Principal Clerk

Notary Public, Wisconsin

My Commission expires Jan 8, 2023

Section: Legals

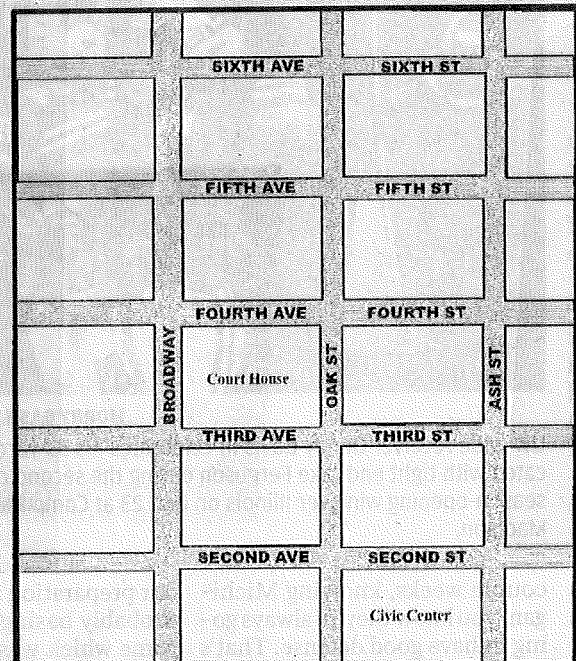
Category: 0100 LEGAL NOTICE

PUBLISHED ON: 11/13/2020

TOTAL AD COST: 100.62

FILED ON: 11/13/2020

Notice of Public Hearing for
Special Assessments in the
Baraboo Business Improvement District
The City of Baraboo has created a Business Improvement District and has adopted an operating plan. On November 10, 2020, the Common Council adopted a Preliminary Resolution proposing a special assessment of \$46,900 dollars. The City has created a special assessment roll dividing this assessment among the properties within the District. Properties used exclusively for residential use are excluded from this assessment. The Assessment report may be examined between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday in the office of the City Clerk at 101 South Boulevard, Baraboo, Wisconsin. A public hearing on the Preliminary Resolution and the Assessment Report will be held Tuesday, November 24, 2020 at 7:00 p.m. in the Council Chambers of the Municipal Building and all interested persons or their agents or attorneys may appear and be heard concerning the matters contained in the Preliminary Resolution and the Assessment Report. Assessments levied shall be due and payable on or before March 1, 2021. The general boundaries of the proposed Business Improvement District are as follows:



For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

PUB: BNR: November 13, 2020
#25999-1 WNAXLP

LISA ANN CHRISTENSEN
Notary Public
State of Wisconsin

[illegible]

Amy Schertz

422 2nd Avenue
Baraboo, WI 53913
608-963-9844
abschertz@yahoo.com

BID Planters

Winter 2020

OVERVIEW

Winter Planters in 2020

- a. Design the 3 large and 2 small planters on the Square with Winter decor or similar design. Again, we are open to new ideas! This will include installation, removal and maintenance.
- b. Time frame for this project is roughly November 15th and removed when you are able in the Spring.
 - *Placement of material and subsequent removal subject to temperature/weather conditions and physical appearance during projected dates. Consult with Appearance chair Bekah Stelling with questions on dates.
- c. ***The budget for materials and labor for this portion should not exceed \$650.**
- d. Payment due upon completion of the work.

Material Costs: Total \$152.68

Edgewater \$26.38

JoAnn's \$49.20

Bruce Company \$44.27

Michael's \$32.83

Labor Total: \$300.00

Invoice Total : \$452.68

Amy Schertz

422 2nd Avenue
Baraboo, WI 53913
608-963-9844
abschertz@yahoo.com

Sleigh Project

Winter 2020

OVERVIEW

Decorate Santa's Sleigh:

- a. Decorate Santa's Sleigh on the Courthouse Lawn

*Placement of material and subsequent removal subject to temperature/weather conditions and physical appearance during projected dates. Consult with Appearance chair Bekah Stelling with questions on dates.

- c. ***The budget for materials and labor for this portion should not exceed \$350.**
- d. Payment due upon completion of the work.

Material Costs: Total \$131.16

At Home \$94.93

Farm & Fleet \$27.92

Menard's \$8.31

Labor Total: \$200.00

Invoice Total : \$331.16

[illegible]